No. 1795 **Registered No. N. E. 930.**

TRIPURA GAZETTE

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Tuesday, September 23, 2025 A. D., Asvina 1, 1947 S. E.

PART—II— Advertisements, Notices.

GOVERNMENT OF TRIPURA
G.A. (PRINTING & STATIONERY) DEPARTMENT
Bardowali, PO- Arundhutinagar, Agartala.

NO.F.5(16)-TGP/Diary-Calendar/2024/1049-52 **Dated, Agartala the 22 / 09 / 2025.**

Notice Inviting Tender(NIT)

Sealed Tenders are hereby invited by the undersigned on behalf of the Governor, Tripura from bona fide registered reputed printing press/firm of Tripura for printing and supply of Special Govt. Diary,2026 A.D.(Golden Color with embossing) and Govt. Diary Cover,2026 A.D.(Golden Color) of Govt. of Tripura as per specification and quantity mentioned in the table below :-

Sl. No.	Name of items with its Specifications	Quantity
(1)	(2)	(3)
1	**Printing and Supply of Special Govt. Diary, 2026 A.D. consisting all information, contact numbers along with date sheets for daily use.** i) **Size** :- 24 cm X 18 cm (Normal size) ii) **Paper** :- 80 GSM Natural sheet(Cream Color) iii) **Binding** :- Board Binding with maroon color Rixine paper. iv) **Cover Print** :- Golden Color with embossing.	2,000 (two thousand) nos. only
2	**Govt. Diary Cover,2026 A.D. (Multi-Color)** Single side multi-color printing with lamination in 300 GSM Art Glossy Paper, Size- 15 inch. X 10 inch.	10,000 (ten thousand) nos. only

The Terms & Conditions of the Tender are as follows :-

1) All tenders must reach to the **undersigned on or before 15.10.2025 by 3.00 P.M.** The Tender Box will be opened on the same day, **if possible at 4.00 P.M.** The bidders or their authorized representative (not more than one for each tender) may remain present at the time of opening of the Tender Box. If not possible to open the Tender Box on the day as mentioned above, the date of opening will be communicated to the bidders over phone. So, participant bidders are requested to provide their phone number to the section concerned.

2) The bidders shall submit their tender in two sealed envelopes. One envelope will be for **"Technical Bid"** and another for **"Financial Bid"** duly super scribed as **"Tender for Govt. Diary due on 15.10.2025 ".**

3) The estimated value of Tender is Rs.4,20,000/-(Rupees four lac twenty thousand) only.

4) Tender submitted after the scheduled last date and time will not be entertained.

5) The envelope of Technical Bids shall contain Earnest Money in the shape of Fixed Deposit/Demand Draft/Bankers Cheque for an amount of **Rs.20,000/-(Rupees twenty thousand) only** in favour of the Director, GA(Printing & Stationery) Department, Agartala and valid documents 1) **Trade Registration Certificate,** 2) **GST Registration Certificate,** 3) **Local Sales Tax Clearances Certificate,** 4) **Professional Tax Certificate,** 5) **Xerox copy of the PAN CARD,** 6) **Authorization letter from the manufacture/ supplier/firm** and 7) **Details address and Mobile No. of the tenders.**

6) In the envelope of the Financial Bid, the bidders shall quote the rates of the items as per table given below :-

Sl. No.	Name of items with its specification	Rate (including all taxes) both in figures and words	Quantity	Total Amount
(1)	(2)	(3)	(4)	(5)

7) Correction or over writing if any in the tender should be initialed or signed by the bidder before submission of the same.

8) The amount of Earnest Money will be treated as "**Security Deposit**" in respect of the successful bidder. The Security Deposit will be released on satisfactory completion of the validity period of the contract as per Supply Order to be issued. For any non-compliance/violation of the Terms & Conditions, the "Security Deposit" of successful bidder will be forfeited and the firm will be liable for payment of excess expenditure that may be incurred by the Government. The EMD of other un-successful bidders will be released immediately after the Tender process is over.

9) Bidders may visit the office of the Tender Inviting Authority (Procurement Section), GA(Printing & Stationery) Department on any working day during office hours to see the sample copy of the Diary.

10) Supply of the printed copies of the Diary,2026, must be completed **within 15(fifteen) days** from the date of receipt of Supply Order. In case of failure to supply the materials within the stipulated period, the EMD of the successful bidder will be forfeited to the Govt. Exchequer.

11) All the information /data contact numbers etc. to be included in to the Diary will be provided by the Department to the successful bidder.

12) The approved design and color of both the special diary and cover as per specifications given above will be provided to the successful bidder by this Department.

13) The rates should be quoted including all taxes and other charges.

14) The deduction of all type of Taxes/GST etc. will be made from the successful bidder as per existing norms of the Government.

15) The EMD of the successful bidder will be released only after satisfactory completion of supply and settlement of whole payment.

16) No conditional tender will be accepted whatsoever.

17) Quantity of the Diary may increase or decrease at the time of final supply order as per requirement of the Department.

18) There will be a defect liability period of 1(one) month from the date of receipt of the materials by the Department. During this period the supplier will be bound to replace defective materials if informed by the Department. This will be done at their own cost.

19) The goods are to be delivered to Tripura Govt. Press, GA(Printing & Stationery) Department, Bardowali, Agartala -799003 by the supplier at their cost and arrangement.

20) The Technical Bids not fulfilling all the required documents and the terms & conditions will be rejected and their Financial Bids will not be opened.

21) If any dispute arises in respect of this Tender(NIT), the legal jurisdiction will be under the High Court of Tripura, Agartala.

22) The undersigned reserves the right to accept or reject any tender without assigning any reason thereof. The decision of the authority in this respect will be the final.

Signed by Ratan Biswas
Date: 22-09-2025 11:05:24

(Ratan Biswas, IAS)
Director
GA(Printing & Stationery)Department